

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT <b>MEDICAL EMERGENCIES</b>	EFFECTIVE DATE 08/07/2000	NUMBER 03.04.125
	SUPERSEDES 04.06.105 (01/15/90)	
	AUTHORITY MCL 333.1032; 333.1033; 750.411; 791.203	
	ACA STANDARDS 3-4195; 3-4350; 3-4351; 3-4352; 2-CO-3B-02; 3-ACRS-3A-06; 3-ACRS-4E-18	
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#### **POLICY STATEMENT:**

Employees shall provide appropriate and timely response to medical emergencies in correctional facilities consistent with the employee's training and the use of standard (i.e., universal) precautions.

#### **RELATED POLICY:**

04.06.110      Death: Natural, Accidental, Suicide, Homicide

#### **POLICY:**

#### GENERAL INFORMATION

- A. For purposes of this policy, Field Operations Administration (FOA) facilities are corrections centers, Technical Rule Violation centers and Special Alternative Incarceration Program (SAI) facilities.
- B. Central Office, each Correctional Facilities Administration (CFA) facility, and each FOA facility and field office shall have available first aid kits and cardiopulmonary resuscitation (CPR) emergency kits in standardized locations where they will be readily available to staff. The Administrator of the Bureau of Health Care Services (BHCS) or designee shall identify those items required to be included in the CPR emergency kit. However, the kit shall include at least two resuscitation devices, protective gloves and antiseptic wipes. Each facility head and field office supervisor/manager and, for Central Office, the CFA Emergency Services Manager shall ensure that staff in their respective areas are notified as to the location of the kits, that the kits are inspected at least quarterly, and that non-serviceable items are replaced immediately.
- C. Uniformed custody staff shall carry the approved resuscitation device, protective gloves and antiseptic wipes while on duty. Staff shall inspect the resuscitation device issued to them at least monthly to ensure that the device is serviceable. Non-serviceable devices shall be reported to supervisory staff and replaced.
- D. Personal protective clothing and equipment shall be available for employee use, inspected and replaced if unserviceable as specified in the Exposure Control Plan developed pursuant to PD 03.04.120 "Control of Communicable Bloodborne Diseases".
- E. Custody employees in CFA and FOA facilities and BHCS physicians, physician assistants and nurses shall be required to attend training in first aid and CPR. Training shall be made available both as a component of new employee training offered pursuant to PD 02.05.100 "New Employee Training, Evaluation and Supervision" and as mandatory training offered pursuant to PD 02.05.101 "In-service Training."
- F. Central Office, each CFA and FOA facility, and field offices as determined by the FOA Deputy Director shall have available for use at least one automatic electronic defibrillator. The appropriate Deputy Director or, in Central Office, the Deputy Director for Administration and Programs (A&P) shall develop a schedule for implementing this requirement, which shall include providing for staff training in the use of defibrillators. Defibrillators shall be used only by staff trained in their use. Where available, each

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facility head and field office supervisor/manager and, for Central Office, the CFA Emergency Services Manager shall ensure for their respective areas that staff trained in the use of the defibrillator are notified as to its location, that defibrillators are inspected at least quarterly, and that non-serviceable defibrillators are replaced immediately.

#### MEDICAL EMERGENCIES IN A CORRECTIONAL FACILITY

- G. Whenever a person in a CFA or FOA facility is determined to be in need of emergency medical attention, initial staff response to that emergency shall begin immediately but no later than four minutes after discovery. Staff first upon the scene shall ensure emergency medical assistance is summoned. They also shall initiate emergency first aid as they are qualified to provide as soon as possible, unless the victim is clearly deceased. Emergency first aid shall include the appropriate resuscitation technique if the victim has no pulse or is not breathing. Once initiated, emergency first aid shall continue until relief is provided by an emergency medical response team or until a physician or registered nurse has pronounced the victim dead.
- H. Staff shall observe standard (i.e., universal) precautions whenever blood or other potentially infectious materials are present.
- I. A seriously ill or injured person, unless clearly deceased, shall be transported to an appropriate medical facility as soon as his/her medical condition permits. Movement of a seriously ill or injured person shall be consistent with accepted principles of first aid. PD 04.06.110 "Death: Natural, Accidental, Suicide, Homicide" shall be followed if the person is deceased.
- J. Staff shall not disturb physical evidence unnecessarily at the incident scene if there is any indication that a felony may have been committed.
- K. Medical emergencies shall be reported in accordance with PD 01.05.120 "Critical Incident Reporting". Prisoner injuries shall be reported using the Prisoner Accident Report form (CSJ-156). Staff injuries shall be reported using the Employee Accident Report form (CSJ-271). All other injuries shall be reported using the Visitor Accident Report form (CAJ-243).
- L. The facility head shall ensure that an immediate investigation of the circumstances surrounding a medical emergency is conducted. The Michigan State Police shall be contacted if criminal behavior is suspected or whenever personal injuries appear to have been inflicted with a knife, gun, or other deadly weapon. The Internal Affairs Section of the Office of Audit, Internal Affairs and Litigation shall be contacted as set forth in PD 01.01.140 "Internal Affairs Section", if appropriate.

#### NOTIFICATION IN CASE OF MEDICAL EMERGENCY

- M. Each employee shall be requested to provide the appropriate personnel office with the name and telephone number of a person to be contacted in case of an emergency while at work. The employee shall be responsible for updating this information whenever there is a change. This information shall be retained in the employee's personnel file on an Emergency Notification form (CAJ-184). A copy of this form also may be retained in a separate location at the employee's worksite with approval of the supervisor or, in a correctional facility, the facility head.
- N. When an employee dies at work, or requires medical care or treatment at work and is physically unable to personally notify his/her emergency contact person, a supervisor or, in a correctional facility, the facility head or designee shall immediately notify the emergency contact in person or by telephone. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts by the facility head or designee or supervisor to contact the emergency contact person shall be documented in the employee's personnel file.

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### Offenders

- O. Each offender received at a reception facility shall be requested to provide the name and telephone number of a person to be contacted in case of an emergency. The offender shall be responsible for updating this information whenever there is a change. This information shall be recorded on the Corrections Management Information System (CMIS) in accordance with the CMIS Operator's Manual, and a revised Basic Information Sheet (CSX-117) issued and distributed.
- P. The appropriate facility head shall be notified when an offender in a facility dies or, as determined by the treating physician, is seriously or critically injured, or becomes seriously or critically ill. In such cases, the facility head shall ensure that attempts are made to immediately notify the offender's emergency contact person by telephone or telegram. BHCS staff shall assist in this process upon request. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts by Department staff to notify the offender's emergency contact person shall be documented in the offender's record office or field file, as appropriate.

### RELEASE OF INFORMATION

- Q. When an offender in a CFA facility is transported off-site to a medical care facility, the location of the facility shall not be released to the emergency contact person or others unless the offender is critically ill. Visiting shall be permitted for a CFA prisoner only as set forth in PD 05.03.140 "Prisoner Visiting".
- R. Appropriate BHCS staff shall ensure that the emergency contact person is kept informed of the victim's treatment and progress.
- S. Medical information on an offender shall be released only as set forth in PD 03.04.108 "Prisoner Health Information".
- T. Information regarding a medical emergency shall be released to news media representatives in accordance with PD 01.06.130 "Media Relations".

### OPERATING PROCEDURES

- U. CFA Regional Prison Administrators, BHCS Regional Health Administrators and the FOA Deputy Director shall ensure that within 60 days of its effective date procedures necessary to implement this policy directive are developed.

### AUDIT ELEMENTS

- V. A Primary Audit Elements List has been developed and will be provided to the Wardens, the SAI Administrator, FOA Regional Administrators and CFA Regional Health Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:07/19/00